

Spring 2015 AZELLA Reassessment Speaking Test Administration Tips

Incomplete Speaking Test

An incomplete Speaking test occurs when a student's lithocode for the Speaking test does not have a completed Speaking attempt attached to it. This incomplete result will mean that no Overall Proficiency Level will be received for this student.

Follow the tips below to AVOID an incomplete Spring 2015 AZELLA Reassessment Score:

- Administer the Speaking test as close as possible to the completion of the Listening, Reading, and Writing tests.
- Administer the Spring Reassessment early enough in the testing window to allow time for all students to complete the one-on-one Speaking test.
- Do NOT hang up the phone until you hear the message, "Now the Speaking test is over. Please ask your teacher to hang up the phone."
- For students arriving during the testing window, complete the [Record for Transferred PHLOTE Students](#) form.

Impact to the district/charter for incomplete Spring 2015 AZELLA Reassessments:

- Students who lack an Overall Proficiency Level from the Spring 2015 AZELLA Reassessment must have a Placement Test administered to them in the fall to qualify for ELL funding.
- All district/charter reports may be delivered late.
- May have a negative effect on school accountability.

Mismatched Speaking Lithocodes

A mismatched Speaking lithocode occurs when a student takes the Speaking test with a lithocode that is assigned to a different student's Test Book or Answer Document. To correct this error:

- Contact the [AZELLA State Test Coordinator](#)
- Request "Lithocode Correction Form"

Duplicate Speaking Test

A duplicate Speaking test occurs when the lithocode attached to a student has more than one completed Speaking test. Unlike Placement testing, there is no prompt indicating that a lithocode has a completed Speaking test score attached to it.

Impact to the district/charter for duplicate Speaking tests:

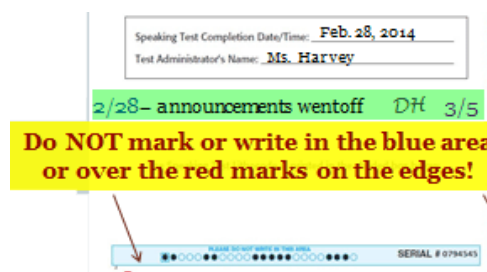
- All district/charter reports may be delivered late.

Questions? Email AZELLA@azed.gov

Interrupted Speaking Administration

If a Speaking test is interrupted the lithocode can be reused. On the student's Answer Document or Test Book Speaking page (see below), keep a log of the:

- Date and time when the test interruption occurred
- Nature of the interruption
- Test Administrator's initials
- Date of readministered Speaking test



Dual Label SPED/ELL Students

For guidance on how to test SPED students, whose IEP indicates a Speaking test is not appropriate:

- Contact the [AZELLA State Test Coordinator](#)
- Provide the student's name, SAIS #, School and grade